

STATEMENT OF WORK

Contractor - Office Management Specialist (GS-9/10 Equivalent)

Division of Civilian Response Operations

Office of the Coordinator for Reconstruction and Stabilization (S/CRS)

US Department of State

Introduction

The Division of Civilian Response Operations (CRO), Office of the Coordinator for Reconstruction and Stabilization (S/CRS), Department of State (DOS) is seeking three (3) Office Management Specialists (OMS). One OMS will be assigned to each of the following Sections: Training and Education; Mission Support; CRC Management.

The incumbent provides administrative and clerical support to the Section Lead and staff as requested.

Major Duties and Responsibilities

Serve as the Administrative Assistant to the Section Lead; manage his/her calendar and appointments, and general affairs of the Section;

Maintains confidential and/or sensitive information;

Attends Section meetings, transcribes and distributes minutes, and prepares reports for management.

Supports the Section Lead and staff, as appropriate, in defining and/or implementing administrative policies, procedures, and decisions affecting the office and its operations.

Advises the Section Lead and senior staff of necessary steps to ensure that needed actions are taken and resources obtained to accomplish office objectives.

Escort visitors as deemed necessary either for meetings or conferences; arranges other logistics needs for events;

Collect Time and Attendance (T&A) report every pay period for the Section and submit it to the T&A Team leader/or backup staff;

Serve as the Administrative Assistant for the rest of the staff for the Section performing the functions as required:

- initiate the travel itinerary, per diem processing and prepare country clearance cable (if needed), when Section staff travel;
- assist in processing SF 1164 for Section staff reimbursements;

Prepares a variety of administrative, management, and human resources reports;

Follow up administrative requests for Section staff;

Clerical functions assigned by the Section Lead and other major activities for the Section;

Other duties as assigned by the Section Lead and staff.

Key Qualifications

- Proficiency with MS Outlook, Microsoft Office, conference calls, video teleconferencing, and Internet Explorer
- Able to work well as member of hard charging team of professionals.
- Knowledge of travel regulations, guidelines and procedures. Experience making flight and hotel reservations; skill in using Travel Manager is a plus. Ability to research facts, forms, and information related to travel (per diem, allowances, e-country clearance cables, etc...)
- Familiarity with State Dept intranet.
- Ability to manage timekeeping, scheduling conference room reservations, keeping phone lists current, scanning and sending documents electronically, operating DVC equipment
- Ability to juggle multiple tasks and meet deadlines
- Excellent interpersonal skills
- Ability to take direction from supervisor
- Self starter, able to identify problems and address them independently to improve office management
- Strong written and verbal communication skills
- Well organized

Supervisory Controls

The supervisor sets overall objectives for work and informs the employee of resources available. The supervisor and employee in consultation discuss the work to be done, the project scope, and the deadlines for completion. Incumbent is responsible for independently planning, scheduling, and executing assignments and resolving most difficult and unique problems, referring to the supervisor only in the most unusual cases that may have serious implications. Completed work is reviewed by the supervisor for compatibility with the Division of Civilian Response Operations goals, guidelines, and effectiveness in achieving intended objectives.

Work Conditions

Work is primarily sedentary, performed in a typical office setting.

Special Requirements

The position requires the ability to obtain a secret level security clearance.

Period of Performance

The Office Management Specialist will serve at S/CRS/CRO through September 30, 2009. The period of performance may be extended.

How to Apply

Please e-mail your resume and cover letter to Tom Bell (bellta@pro-telligent.com) with "S/CRS CRO Office Management Specialist" in the subject line. Finalists will be contacted.